

BENJAMIN J. CAYETANO  
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HONOLULU, HAWAII 96804PAUL G. LAMAHÉU, Ph.D.  
SUPERINTENDENTOFFICE OF  
PERSONNEL SERVICESSTATE OF HAWAII  
DEPARTMENT OF EDUCATION

## NOTIFICATION OF EMPLOYMENT STATUS TO EMPLOYEE

To: Mr. Robert W. Sherez  
 Employee  
 Tutor  
 Position

Employed in similar position/capacity: From: 1986 to 2003  
 Year Year

From: Dean M. Tsukada  
 Principal/Designee

080-38-6265

Soc. Sec. No.

Home Hospital Instruction  
Programor Number of Years 16

This is notification that you have reasonable assurance of continuing employment in the same or similar capacity during the next fall term.

*No enrollment contingency:* In the past 1) There was sufficient enrollment in the program to enable you to be employed and there is indication that the enrollment situation for the program will be similar when school resumes in the fall or 2) Enrollment, even if reduced, is not likely to affect your employment status because services must still be provided for the type of students with whom you work.

*No funding contingency:* Due to the customary legislative and DOE budgeting process and cycle, program funds are not released until after dismissal of school for the summer. However, in prior year(s), there was no cessation of funds that resulted in your non-employment when school resumed in the fall and there is no reason to expect a change in the customary funding process/cycle for the coming year. Therefore, you have reasonable assurance of returning.

Comments or notes: \_\_\_\_\_

Principal/VP Signature

Date May 20, 2002

Employee Signature

Date 5/24/2002

Distribution:

Original - School SASA

Copies to Employee; OPS, Regional Office of Personnel Services; OPS, Certificated Records and Transactions

EXHIBIT 13